



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

SPED 04-09

Memorandum

Date: February 2, 2004
To: Directors of Special Education
Charter School Administrators
Secure Care Facility Administrators
From: Peggy Staples
ESS Data Management Specialist
RE: 2003-2004 Annual Special Education Data Collection

All Public Education Agencies (PEAs) will be expected to file their Annual Special Education Data Collection electronically, utilizing the Common Logon to access the online application. This Common Logon requires a user ID and password and is the same as used for all other electronic data submissions to the Arizona Department of Education. You can access the ADE Common Logon at the following link: <https://www.ade.az.gov/commonlogon/Login>. The Annual Special Education Data Collection online application will be available after April 1, 2004.

If you belong to a cooperative, please do not ask your Cooperative Coordinator to submit your data. It is each PEA's responsibility to submit individual data. District sponsored charter schools are no longer required to submit their data individually. The sponsoring district must collect this data and report as one of their schools. If there are no students that qualify for inclusion on this application, you will still need to alert ADE/ESS Data Management in writing.

The Annual Special Education Data Collection consists of the following components: **personnel, exit, discipline, IEP goals for preschool students, and performance indicators.**

The online application has a new look! We have also incorporated some procedural changes. Some of these changes are the result of a Data Collection Focus Group that met to review this data collection and sought to make the process of reporting this data more user friendly and less burdensome. Briefly, the changes are as follows:

- Instructions posted on the main menu will have changes outlined in **bold**. Please read!
- New and improved status page which will show the report completion status for each school.
- A survey has been added to the personnel report to gather special education teacher attrition rate data, required for the State Improvement Grant (SIG).
- IEP data will be collected for preschool students only. We will no longer request this data for K-12 students.
- Secure Care facilities will now be required to submit Performance Indicators applicable to special education programs in secure care environments.

- Performance Indicators for districts and charter schools
 - Data for two indicators will no longer be collected
 - Percent of reevaluations completed within 3 years of the prior evaluation.
 - Percent of IEP goal attainment for K-12.
 - Addition of two AIMS related indicators
 - Percent of students with disabilities meeting/exceeding AIMS in reading on grade level.
 - Percent of students with disabilities meeting/exceeding AIMS in math on grade level.
 - We will use prior year data to report percent of students with disabilities participating in AIMS assessment.
 - Graduation/dropout rate formulas have changed.

Training on the use of this application will be offered in collaboration with the Regional Training Centers (RTCs). Attendance at these trainings is strongly encouraged. See enclosed flyer for specific dates, times and locations. For more information, please contact your RTC or visit <http://www.ade.az.gov/rtc/>.

The Office of Special Education Programs (OSEP) requires this data in order for the state to receive Part B IDEA funding. Therefore, *failure to promptly submit your data may cause an interruption of your federal funds.*

All online submissions are due on **July 31, 2004**. A downloadable form will be available *upon completion of all data sections*, to provide your mandatory signature attesting to the accuracy and validity of the data submitted. Please return this form to the Data Management Specialist at the address below or fax to (602) 364-1999.

Your cooperation is appreciated.

cc: County Superintendents
Regional Training Centers
ADE/ESS Specialists